

## Searching the Library Catalogue

Use this url: <http://l4u.rainbowschools.ca> to search all libraries in the Rainbow District School Board. To search your own school library, use this link: [http://www.rainbowschools.ca/virtual\\_library/tutorials/catalogue.php](http://www.rainbowschools.ca/virtual_library/tutorials/catalogue.php)

You can then search the catalogue for books. The main types of searches are author (enter the author's last name), title (enter the title of the book) and keyword (enter the subject you are looking for). The search screen looks like this:

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type what you are looking for in the search box

Rainbow District School Board

My Profile Bookbag (39)

lord of the flies

Type what you want to search for in the box above, then click once on a button to search the collection

Keyword Sounds Like Subject Title Author Series Editor Illustrator

search by keyword, title, author or subject

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The result screen will look like this:

**Local Library Results - 2**

**Title Search** Showing 1 - 2 of 2 Results for "lord of the flies" in the "Lockerby Composite School" Location  
Click on the Item Title for more details

Records Per Page:  Page 1 Jump to Page #  Go

	Title & SubTitle	Author	Call Number	Publication Year	Status	Location
<input type="checkbox"/>	<a href="#">Lord of the flies</a>	Golding, William,	F GOL	[1988], c1954.	Lost/2010	Lockerby Composite School
<input type="checkbox"/>	<a href="#">Lord of the flies : a novel.</a>	Golding, William.	F GOL	1958, c1954.	Out	Lockerby Composite School

**Title Search** Showing 1 - 2 of 2 Results for "lord of the flies" in the "Lockerby Composite School" Location  
Click on the Item Title for more details

Records Per Page:  Page 1 Jump to Page #  Go

[Display by Title](#)

The call number will tell you where to find the book in the library. "F" means it is fiction. A number means the book is non-fiction and will be found in a different section of the library. There is a more thorough explanation of call numbers and the Dewey Decimal System at the end of this tutorial.

The status column indicates whether the book is in the library or already signed out

If you hover your mouse over a title you will be presented with an detailed description of the book, including number of pages, publishing information, and a brief description of what the book is about. The record will also show you the subjects associated with the book. You can click on these for a list of all books in the library with the same subject heading. This is helpful if you are researching a particular topic and want to find all books about the topic.

The screenshot shows a library website interface. On the left, there is a search bar with the text "Rainbow District" and a "Keyword Search" section. Below the search bar, there is a "Records Per Page" dropdown set to "15" and an "Add to Bookbag" button. A table lists search results with checkboxes and titles. The first result is "Lord of the flies [sound recording]".

The main content area displays the detailed record for "Lord of the flies [sound recording]". It includes the following information:

- Title:** [Lord of the flies \[sound recording\]](#).
- Author(s):** [Golding, William, 1911-](#)
- Local Call Num.:** F GOL
- Status:** This item is currently IN the library.
- Series:** [Playaway](#)
- Level:** Intermediate, senior.
- Pages:** 1 playaway (ca. 7 hrs.) + 1 lanyard (neck strap) + 1 set earbuds.
- Publishing Info:** Solon, Ohio : Findaway World, c2007.
- Loan Type/Days:** F-Fiction / This item may circulate for 21 Days
- Department:** MIS-Miscellaneous
- Media:** SR1-[soundrecording]
- Subjects:** [Boys--Fiction.](#), [Islands--Fiction.](#), [Regression \(Psychology\)--Fiction.](#), [Survival after airplane accidents, shipwrecks, etc.--Fiction.](#), [Audiobooks.](#)
- Description:** 1 playaway (ca. 7 hrs.) + 1 lanyard (neck strap) + 1 set earbuds. William Golding. Read by the author. A pre-loaded audio digital player, just plug in the earphones and go. An adventure tale, a thrilling and elegantly told account of a group of British school boys marooned on a tropical island. Devoid of adult supervision or rules, the boys begin to forge their own

An image of the audiobook packaging and earbuds is shown on the right side of the record.

If you want to choose a book, click the box beside the title and then click "Add to Bookbag"

You can continue to search for books and when you are finished click on "Display Bookbag" for a list of books you have checked. Write down the titles and call number and you are ready to find the books in the library.

This screenshot shows the "Add to Bookbag" button and a table representing the bookbag. The table has two columns: "Title & SubTitle" and "Author".

	Title & SubTitle	Author
<input type="checkbox"/>	<a href="#">Lord of the flies [sound recording]</a> .	Golding, William, 1911-

## Dewey Decimal System

- library books are organized based on the Dewey Decimal System (DDC)
- DDC groups books by topic, for example all sports books are grouped together on the shelves
- public and school libraries around the world use this system
- the main groupings of the DDC are:
  - 000 computer science
  - 100 philosophy and psychology
  - 200 religion
  - 300 social sciences
  - 400 language
  - 500 science
  - 600 technology
  - 700 arts and recreation
  - 800 literature
  - 900 geography and history
- each group is then subdivided. For example in the 700's you will find painting (750), music (780) and sports (790)

## Call Numbers

- each book has a **call number** affixed to the spine of the book.
- a call number is the address of the book's location
- fiction books have an **F** in the call number, and then the first three letters of the author's last name:

F	F	F	F	F
ATW	BOR	KIN	MOL	SAR

- fiction books are filed alphabetically by author's last name on the shelf
- non fiction books are filed numerically. The call numbers look like this:

336.4	523.1	629.6	799.92	842.9	971.04
BEN	ARG	LOM	THE	FRE	NIN

- the first number is the Dewey decimal number and the letters are the first three letters of the author's name
- books are shelved by the numbers first, and then the letters